Open Enrollment 2011
What's in your plan?

Quick Step Guide

The following are the steps to enter benefits enrollment selections for state of Indiana employees. It is important to read and follow all benefits enrollment page instructions carefully.

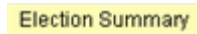|	
1.	Log onto your **PeopleSoft HR** account using the PeopleSoft link: https://hr.gmis.in.gov/psp/hrprd/?cmd=login. If you do not have your PeopleSoft **User ID** and **Password**, please contact the IOT Helpdesk at 234-HELP (4357) or (800) 382-1095.
2.	On the main page, locate the **Open Enrollment Elections** section, review the information and then click the **Enter Elections** [Enter Elections] button.
3.	Review your personal information. If you need to add or update: • your home or mailing address, click the yellow **Change home/mailing addresses** button • your phone numbers, click the yellow **Change phone numbers** button • your emergency contacts, click the yellow **Change emergency contacts** button • your e-mail addresses, click the yellow **Change e-mail addresses** button **Note:** If any changes to marital status, employee information or ethnic groups are required, contact your agency human resources department. Click the **Save** [Save] button and the **OK** [OK] button after each change. After all information has been updated, click the **Return to Personal Information** [Return to Personal Information] link to return to the **Personal Information** page.
4.	Click the **Proceed to Benefits Enrollment** [Proceed to Benefits Enrollment] button.
5.	Click the **Select** [Select] button to make your benefits elections.
6.	Click the Confirm Dependent Information button, if applicable.
7.	Click the **Edit** [Edit] button next to medical.
8.	Click the **Option** [⊙] button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the **Waive** option.
9.	Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll check box is marked. To add or make changes to dependents, click the **Add/Review Dependents** [Add/Review Dependents] button. To add a dependent, click the **Add a dependent or beneficiary** [Add a dependent or beneficiary] link. To make changes to a dependent, click on their name, then click the edit [Edit] button. After all changes are completed, click the **Save** [Save] button, click the **Return to Enrollment Dependent/Beneficiary Summary** [Return to Enrollment Dependent/Beneficiary Summary] link and click the **Return to Event Selection** [Return to Event Selection] link. You will not be able to delete individuals from your record as the information is retained for historical purposes and verification of previous coverage. Not entering a date of birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hot line to make the change. **DO NOT** add duplicate information to correct/change relationship or status. Contact the Benefits Hot line for assistance.

10.	When finished, click the **Continue** [Continue] button to review your election information. Click the **OK** [OK] button to return to the plan summary page (Employees selecting a CDHP will have to verify eligibility by reviewing the requirements and selecting the **Yes** or **No** button.).
11.	If you selected a CDHP and need to open an HSA, click on the **Tower Bank** link or go to **www.HSA.Towerbank.net** [www.HSA.Towerbank.net] to complete the Tower Bank application. The employer code is 100366. You will need the Social Security numbers, birthdates and addresses for all beneficiaries and authorized signers. When finished, click the red X [X] button in the Tower Bank window to return to continue entering elections in PeopleSoft.
12.	Repeat steps 6 – 9 to select dental and vision plans.
13.	Click the **Edit** [Edit] button next to Medical Spending Account. Click the **Option** [radio] button if you wish to enroll If you did NOT elect an HSA, select the **Medical Care FSA** option If you DID elect an HSA, select the **Limited Purpose Medical FSA** option. Select **Waive** if you do not wish to enroll.
14.	Enter the amount you wish to contribute into the **Annual Pledge** field. If you need help figuring out how much to contribute, PeopleSoft can help by clicking the **Worksheet** [Worksheet] link.
15.	When finished, click the **Continue** [Continue] button to review your election information. Click the **OK** [OK] button to return to the plan summary page.
16.	Repeat steps 12 – 14 to enroll in the Dependent Spending Account.
17.	Click the **Edit** [Edit] button next to Basic Life to change your Taxsaver election (if applicable), waive your coverage, or change beneficiary allocations. Select the corresponding **Option** [radio] button.
18.	Scroll to the bottom of the page to review your beneficiary information. Click the **Add/Review Beneficiaries** [Add/Review Beneficiaries] button to make any changes.
19.	Review the primary and secondary beneficiary allocations. Edit the allocation as desired.
20.	When finished, click the **Continue** [Continue] button to review your election information. Click the **OK** [OK] button to return to the plan summary page.
21.	Repeat steps 16 – 19 to decrease, waive or change beneficiaries for Supplemental Life.
22.	Click the **Edit** [Edit] button next to Dependent Life to remove dependents or to waive coverage. Dependents not currently enrolled must complete the Evidence of Insurability process to be enrolled.
23.	When finished, click the **Continue** [Continue] button to review your election information. Click the **OK** [OK] button to return to the plan summary page.
24.	To submit your elections, click the **Submit** [Submit] button.
25.	Click the **I Accept** option to accept or **I Decline** option to decline the Non-Tobacco Use Agreement.
26.	Click the Payroll Deduction Authorization checkbox [ ] to authorize your deductions.
27.	Click the **Submit** [Submit] button.
28.	Click the **OK** [OK] button.
29.	Click the **Election Summary** [Election Summary] **button**. A pop-up window will open showing a summary of your elections.
30.	To print your **Election Summary**, right click the mouse button and select Print from the list of values provided on the Microsoft pop-up menu.
31.	Click the **Print** [Print] button to print the **Election Summary** for your files. When finished, click the red X [X] button in the Election Summary pop-up window and return to the main **Benefits Enrollment** page.
32.	Providing quality customer service is the State Personnel Department's main priority. To assist State Personnel in improving the benefits enrollment process, click **the Open Enrollment Survey link** [Open Enrollment Survey] at the bottom of the main **Benefits enrollment** page to complete the survey.

33.	Click the **Sign out** [Sign out] link in the upper-right-hand corner to close your PeopleSoft session.
34.	End of procedure.

Please contact the Benefits Hot line with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free 1-877-248-0007. Employees within the Indianapolis area can call 317-232-1167.